AEAGA-CP  (690-900)                                                                                    27 July 1999


MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT:  PERSACT Standard Operating Procedure (SOP) 99-690-900.3 Instructions for Managers/LN Requests - Germany


1.  This SOP provides instructions to managers for creating and submitting Local National (LN) Personnel Action Requests (PARs) AE 690-60A in Germany. PERSACT is the only authorized method for submission of PARs, AE 690-60A to Civilian Personnel Advisory Centers (CPACs) and/or the Civilian Personnel Operations Center (CPOC).  All actions must be routed through the Resource Management Office.

2.  The cover sheet at enclosure will be used to forward any supplemental forms, supporting documents and information at the same time that a PAR is submitted electronically (one cover sheet and set of documents per PERSACT transaction).  The cover sheet and documents will be sent to the servicing CPAC using the most efficient means, and the CPAC will forward this documentation to the CPOC. It is critical that the PERSACT request number is clearly annotated on the cover sheet so that the supplemental information can be associated with the PAR.  If a scanner is available the documents can be scanned and attached to the PERSACTION. Scanned documents should be in an MS Word format whenever possible. Instructions on how to scan and attach documents are found on our CHRMA homepage 'http://www.chrma.hqusareur.army.mil/FPI' in the Release Notes 5.0, "Scanning Documents" and "Attaching a Document to a PAR".

3.  In those cases where a new job description is required, management will submit drafts directly to the servicing classification specialist as attachments to PAR, utilizing the "Attach" feature in PERSACT. Job descriptions will be finalized and sent to management for approval by electronic mail, or through FASCLASS, whichever is determined most appropriate.

NOTE:  Hard copy job descriptions or drafts will no longer be accepted.  In as much as possible, you should use existing job description databases, i.e., DA Position Description Library or regional FASCLASS, or use the job description builder COREDOC when requesting changes to an existing position or establishing new positions.

4.  **Recruitment actions:** It is not necessary to submit or attach copies of job descriptions for actions submitted through PERSACT when the action is to fill a position with an established job description; instead, the Personnel CPOC will obtain the copies from its records.  To ensure the CPAC has the required information to accomplish recruitment for all fill actions, the following information should be included, if applicable, in the requesting office comments section of the screen form (page 3):

Name of candidate management wishes to consider
Payroll Number
Severity allowance
Physical requirements for the position
Duty hours, special duty hours, shifts, etc.
In the case of recruitment for Motorvehicle Operators with extended workhours indicate if a time
supplement is to be paid, IAW CTA II, App. F, 4. and specify the percentage (25 or 10).
Other selective placement criteria:
Language requirements (English Language Level)
Skills required

Additional information required when filling foreman (*Meister)* positions:

Name of highest paid subordinate
Severity allowance (if applicable)

**NOTE**: **While there are designated fields on the screen form for some of the items listed above, it is
imperative that the information is not entered there, but in the comment section. While this may
seem awkward, it is the only way you can be sure that the information entered will remain on the
form throughout all processing stations.**
**Frequently positions are filled with internal candidates and as soon as the selected employee's SSN
is entered, the information (e.g.: current work hours, payroll number, etc.) manually entered in the
fields will be overlaid by the employee's information and your input will be lost.**

5. **Resignations:** When an employee indicates intent to resign, you should accept a signed AE Form 690-
60A or other statement from the employee. The reason for the resignation, as stated by the employee, is
then entered in the requesting office comments section of the PAR (page 3). The date the resignation was
signed and the employee's address, if it deviates from the current address are entered in the appropriate
blocks on page 3 of screen form. The PAR and the document signed by the employee are then submitted
to the CPAC simultaneously.

6. **Prolonged Absence without Pay actions:**
    a. An employee who requests parent leave (*Erziehungsurlaub)* must submit a copy of the child's birth
certificate to the organization. Based on this you prepare a PAR with the action requested of "Prolonged
Absence without Pay". The child's date of birth must be entered in the requesting office comments
section of the screen form. If the birth was pre-mature it needs to be so stated to enable the CPOC to
correctly calculate the effective date for the parent leave. At the same time the PAR is transmitted, the
supporting documents are submitted to the CPAC.
    b. Employees who are called up to military duty or a military exercise must submit a copy of the call-
up orders (*Einberufungsbescheid)* to the employing organization. A PAR must be prepared and submitted
to the CPAC along with a copy of the call-up orders.
    c. As soon as employees return to work from absences without pay, a "Return to Duty" PAR must be
submitted to the CPAC.

7. **Additional Leave:** When an employee submits a handicap certificate (*Schwerbehindertenausweis*) a PAR must be prepared with the requested action "Additional leave".  The completed PAR and a copy of the certificate must be submitted to the CPAC.

8. **Retirement**:  Retirement certificates (*Rentenbescheid)* provided by employees for all types of retirements; permanent and temporary must be forwarded to the CPAC.

9. **Temporary Disability Retirement (Erwerbsunfaehigkeitsrente auf Zeit):** If an employee provides notification from the Old Age Insurance carrier certifying that he is entitled to receive disability insurance benefits on a temporary basis, a PAR must be prepared.  Select "Other" from the Persact picklist and type in "**Temporary Disability Retirement**". Enter the NTE date in the requesting office comments section on page 3 of the screen form and forward the PAR as well as a copy of the documentation to the CPAC.

10. **Death:**  Upon the death of an employee, a PAR must be prepared immediately and the name of the survivor who is to receive the death benefits (*Sterbegeld)* must be entered in the requesting office comments section.  The death certificate must be sent to the CPAC.

11. **Changes:**

   **a.  Change in Work-Hours :**  If the established work-hours of an employee need to be changed, i.e.: requested by the employee, a PAR is required.  Enter the new work-hours in Part IV, the requesting office comments section of the screen form.  The employee's request as well as the supervisor's approval will be forwarded to CPAC.  The action requires Works Council cooperation.

   **b.  Change in Citizenship:**  A PAR must be prepared when a Third Country National submits documentation that he/she has gained German citizenship.  For "Action requested" select "Other" and fill in the narrative: "Change in Citizenship". The completed PAR along with a copy of the citizenship certificate will be submitted to the CPAC.

   **c.  Name Change:** Include in the requesting office comments section on page 3 of the screen form the new name and a statement indicating that the employee provided a copy of the legal documentation (i.e.: marriage certificate) on the PAR for a name change.

   **d.  Address Change:** When preparing a PAR for an address change the new address must be entered in the requesting office comments section.

12. **Reimbursement of Tuition:** A PAR with the requested action of "Reimbursement of Tuition" must be prepared for employees who present a receipt for the paid tuition of approved training.  The PAR and the receipt are submitted to the CPAC.

AEAGA-CP  (690-900)
SUBJECT:  PERSACT Standard Operating Procedure (SOP) 99-690-900.1.a INSTRUCTIONS FOR
MANAGERS/LN REQUESTS – Germany


13.  **Correction:**  Correction requests should be prepared whenever erroneous information was submitted
to the CPAC previously which consequently led to the CPOC updating the employee's record
accordingly.  If the correction is based on additional documentation the employee submitted, that
documentation must be forwarded to the CPAC as well.

14.  HQ USAREUR/7A POC is Ms. Renate Riseden, 370-3936.

FOR THE DEPUTY CHIEF OF STAFF, PERSONNEL:



Encl                                                    TONI B. WAINWRIGHT
                                                        Assistant Deputy Chief of Staff,
                                                          Personnel (Civilian Personnel)

DISTRIBUTION:
CHIEF,
BAD AIBLING CPAC, CMR 407, APO AE 09098
GRAFENWOEHR CPAC, UNIT 28130, APO AE 09114
HANAU CPAC, CMR 470, APO AE 09165
HEIDELBERG CPAC, UNIT 29241, APO AE 09102
KAISERSLAUTERN CPAC, CMR 429, APO AE 09054
STUTTGART CPAC, CMR 423, APO AE 09107-0021
WUERZBURG CPAC, UNIT 26622, APO AE 09244

# PERSACT TRANSMITTAL FORM

A separate transmittal form is required for each PERSACT request, US and LN, when sending related hard copy documents to the Civilian Personnel Advisory Center or Civilian Personnel Operations Center Divisions.

================================================================================

FROM:

_____

PERSACT REQUEST NUMBER

_____          Check one: US____LN____

EMPLOYEE NAME/ (ECN) (if applicable)

_____

THROUGH: _____ CPAC
(Address)

TO:  Civilian Personnel Operations Center
Unit 29150
APO AE  09100
ATTN: _____ Division

FROM:
DATE: _____ POC:

_____
DSN _____ FAX: _____
EMAIL ADDRESS: _____

================================================================================

CPOC DIVISIONS:
POSITION MANAGEMENT AND CLASSIFICATION DIVISION
[   ] Other/comments

================================================================================

RECRUITMENT SERVICES DIVISION
[   ] NAF/AF Conversion                    [   ] RIF Documents
[   ] Other/comments                       [   ] Request for central referral

================================================================================

INFORMATION SERVICES DIVISION
[   ] In-processing package          [   ] Other/comments
[   ] Adverse action/disciplinary action documentation
[   ] Retirement package
[   ] Other/comments

# LIST OF DOCUMENTS ATTACHED

=======================================================================